



**Colorado Department
of Public Health
and Environment**

HAZARD ANALYSIS WORKSHEET INSTRUCTIONS

Step One: Complete the Hazard Analysis Worksheet:

1. Read the "Hazards" column and add any additional hazards specific to the facility under the "Other" heading.
2. Read across the **Costs** and **Benefit** column.
3. Consider each listed **Cost** as it *specifically relates to each hazard*, and assign it a rating of **1(low)**, **2(medium)** or **3(high)**.
4. Rate the probability of receiving assistance (a **Benefit**) as it *specifically relates to each hazard* as a **1(low)**, **2(medium)** or **3(high)**.

Note: If you are unsure of the rating, err on the side of caution. It is better to overrate a hazard.

Step Two: Calculate the Total Hazard Score (THS):

1. Each specific hazard must have its own **THS** computed.
2. Add the **Costs** together.
3. Subtract the **Benefits**.
4. Divide by 5.
5. Round up at .5
6. Fill in the **Total Hazard Score** column on the Worksheet for each hazard.

Note: If you fill this form electronically, the computer will calculate the rating for you.

Step Three: Convert the THS into the Risk Level:

1. The same rating system applies to the Risk Level that applies to every other rating in the Hazard Analysis Packet.
2. Each specific hazard should have its own **Risk Level** assigned based on its individual **THS**.
3. Use the following key to determine the **Risk Level** for each hazard by finding the correct **THS** in the left-hand column, then matching it to the corresponding **Risk Level** in the right-hand column.
4. Fill in this information in the **Risk Level** column on the Worksheet for each hazard.

Computing Risk Level based on Total Hazard Score

<i>Total Hazard Score</i>	<i>Risk Level</i>
1	Low
2	Medium
3	High

Completed By: [Person who filled out form]

Computing Risk Level based on Total Hazard Score

Total Hazard Score	Risk Level
1	Low
2	Medium
3	High

Risk of Occurance	Severity of Occurance	Costs				Benefit	Total Hazard Score:	Risk Level:
		Estimated Impact on Staff	Estimated Impact on Supplies	Estimated Impact on the Community	Estimated Replacement Costs	Amount of Outside Assistance		

Hazards:

<i>Health Driven Hazards:</i>								
Infectious Disease								
Chem/Bio/Radio								
Epidemics/Pandemics								
<i>Non Health Driven Hazards:</i>								
Bomb Threat								
Communications Down								
Explosion								
Facility Fire								
Food Shortage								
Lockdown Scenario								
Mass Casualty								
Staff Shortage								
Termination of Vital Services								
<i>Other:</i>								



